

## **ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include supervising the administrative staff of the department; maintaining department records and reports; assisting the Fire Chief in the areas of budgeting, research, and planning; personnel administration; and performing assigned public relations duties. The employee of this class reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Relieves the Fire Chief of a wide variety of administrative and clerical details through performing specialized tasks in personnel administration, budget preparation, public relations, and maintenance of records and reports.

Participates in developing a personnel recruitment and selection program and interviews prospective employees, making recommendations for hire. Assists in the research and planning of programs and activities of the department. Works with boards and agencies whose operation or rules affect the careers of the fire department personnel. Keeps informed on changes in the law and local trends that may affect the fire service and determines if any changes in department policies and procedures are needed. Plans and organizes departmental operations having to do with personnel, including investigating complaints against employees and making recommendations for the appropriate action to be taken. Testifies in court when required.

Manages the accounting for the money and assets of the administrative function of the department. Gathers information to be used in compiling budgets and assists in the preparation of the departmental budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the established budget.

Supervises subordinate employees assigned to the administrative staff of the department. Holds meetings with subordinate employees for the purpose of receiving reports and disseminating

information. Assigns work areas and schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides technical assistance and "on-the-job" training. Maintains discipline.

Informs the public about fire department work by delivering speeches or attending official meetings in order to release information and answer questions. Acts as the department representative to the news media. Oversees special projects related to public relations or the image of the fire department. Conducts polls and surveys to set goals for the public relations program. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

Provides for the maintenance of all department records, including making decisions concerning what information should be included and in what form this information should be kept. Compiles and organizes data needed for records and reports. Writes letters, newspaper articles, grant requests, or any other type of official paper for publication. Personally completes any forms and records assigned.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least ten (10) years of experience as a full-time member of a paid fire department.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.